

1 May

Flying Operations

FLYING HOUR PROGRAM

This instruction implements AFD 11-4, Aviation Service. It prescribes the planning and scheduling procedures of AFSOC flying resources. It applies to anyone who allocates, plans, assigns, schedules, or manages AFSOC aircraft and aircrews. It applies to all units assigned to a theater operations with an AFSOC mission identifier.

SECTION A - ADMINISTRATION

- 1. Supplements.** Units may satisfy local requirements with supplements that only amplify or refine this instruction. To ensure AFSOC mission operations remain standardized throughout the command, supplements must not change the basic policies or procedures prescribed here. Send HQ AFSOC/DOO an info copy of any supplement.
- 2. Changes to this Instruction.** Suggestions for changes, additions, or deletions to this instruction are encouraged. Submit suggested changes in writing through channels to HQ AFSOC/DOO using an AF Form 847.
- 3. Reports Management.** Complete all forms and reports established by this instruction.
- 4. Operations Security.** Operations security (OPSEC) was considered when preparing this instruction. Ensure all subsequent actions pertinent to this instruction meet the security requirements of AFI 10-1101.

SECTION B - POLICIES

- 5. General.** This instruction establishes procedures for managing aircrew and aircraft during normal operations. Commanders may deviate from these procedures when essential to meet operational and maintenance requirements.
- 6. Objectives.** Objectives are to:
 - 6.1. Maintain a stable mission ready force by satisfying training requirements through the annual flying hour program.
 - 6.2. Satisfy user requirements.
 - 6.3. Stabilize aircrew, aircraft, and maintenance workloads.
 - 6.4. Standardize operational and management procedures.
- 7. Coordination.** Many functional agencies develop and carry out operational schedules. To ensure all factors are considered, interested agencies will participate in the development of aircrew and aircraft schedules.
- 8. Schedules.** Operations and maintenance schedules are developed at the unit level. Depending on local group requirements, these schedules are developed on a daily, weekly, monthly, and quarterly basis. Although maintenance and operations schedules are produced separately, they are directly related in the overall planning effort. Minimize changes to stabilize these schedules.
- 9. Command and Control:**
 - 9.1. Command and control is exercised through the AFSOC Command Center and subordinate command posts.

OPR: HQ AFSOC/DOOO (Lt Col Roy C. Vaughn Jr.)

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9.2. When aircraft and crews are operating from locations without AFSOC facilities but which do have elements of the AMC Command and Control System, AFSOC forces must use these facilities to the maximum extent possible.

10. Supporting Mission Approval:

10.1. Send requests for support missions to HQ AFSOC/DOO for processing. See AFSOCR 55-8.

10.2. Requests requiring AFSOC approval must include proposed itinerary, flight justification, and requesting agency. For missions supporting general officers or other equivalent DVs, include their name, rank, and title.

10.3. A mission set-up (AIMS 7/9) message is used for these missions and sent at least 72 hours before scheduled departure. When 72 hour notification is impossible, explain in remarks section the reasons for the late notification.

10.4. Passengers may be carried as authorized in applicable AFSOCI 11-series and DOD 4515.13R.

11. Operational Test Missions. The 18th Flight Test Squadron (18FLTS) at Hurlburt Field conducts AFSOC operational tests and evaluations (OT&E). Test aircraft and personnel directly supporting OT&E are normally under the operational control of 18 FLTS. To facilitate scheduling, 18 FLTS provides the tasked group and squadron current operations with planned test schedules.

12. AFSOC Mission Identifiers:

12.1. AFSOC mission identifiers are composed of twelve alphanumeric characters and consist of five parts.

12.1.1. The first three characters comprise the number prefix and identify the primary operator, mission, and the supported or tasking agency.

12.1.2. The fourth through seventh characters comprise the basic mission number and identify the specific unit tasked.

12.1.3. The eighth character is used to designate the aircraft type.

12.1.4. The ninth character identifies subsequent missions on the same day.

12.1.5. The tenth through twelfth characters designate the Julian date of origin.

12.2. Mission identifiers are designed to identify the primary purpose for flying. Any change of flying purpose will require a change of mission identifier. Specific encoding/decoding AFSOC mission identifiers characters are published in attachment 1 of this instruction. In addition further instructions are published in part C, paragraph 6, of the AMC Passenger and Cargo Schedules.

12.3. As wing planning/execution computer systems become available, the conventions and procedures for submitting mission schedules and flight following data may change. Systems such as GDSS and IPS will make it easier to report mission data. Specific instructions and details on these systems may be found in their operating instructions.

13. Mission Set (AIMS 7/9) Messages:

13.1. An AIMS 7/9 Message is required on all missions except as excluded below:

13.1.1. Local test and training flights, except those scheduled to remain away from home station overnight.

13.1.2. Training/FCF missions which are not scheduled to land away from home station.

13.1.3. Missions launched from alert.

13.1.4. Fragged combat or exercise missions.

13.1.5. Specific recurring missions (as approved by HQ AFSOC).

13.2. Submit AIMS 7/9 messages as soon as requirements are known. Notification to AFSOC and intermediate commands should not be less than 72 hours prior to departure time. A reason is required in the remarks section anytime this cannot be met. Also include a statement of intent to RON in the remarks section, when applicable.

NOTE: AIMS submitted on Friday for a Monday flight may not give adequate notification. In this situation it is to be passed by phone to AFSOC Command Center in addition to sending on AIMS.

13.3. When a rejection message is received for an AIMS 9, DO NOT RESUBMIT, until you have:

13.3.1. Checked for obvious errors.

13.3.2. Sought assistance.

NOTE: AIMS 9 messages have to be format perfect. Remember you are dealing with a computer program and not an individual.

13.4. AIMS 10 messages are required to delete a mission setup loaded in the computer. It is to be sent immediately upon receipt of a mission cancellation.

SECTION C - PROCEDURES AND RESPONSIBILITIES

14. General. HQ AFSOC, groups, and squadrons are responsible for mission planning. The applicable groups manage and supervise the maintenance functions. To ensure coordinated mission planning and logistical support, follow these procedures.

14.1. Advise both operational and maintenance commanders of all mission planning and scheduling requirements and actions.

14.2. Maintenance must notify the operations of any significant difficulties anticipated or encountered in supporting mission requirements.

14.3. When supporting AFSOC mission requirements, the group commander will resolve any conflicting mission priorities.

15. HQ AFSOC:

15.1. HQ AFSOC/DOOO:

15.1.1. Processes requests for utilization of AFSOC resources and coordinates to ensure maximum support.

15.1.2. Publishes tasking orders directing application of resources.

15.1.3. Coordinates with Air Reserve and National Guard Bureau concerning the augmentation of AFSOC resources.

15.1.4. Validates nonscheduled refueling requests with HQ AMC and manages refueling sortie allocations.

15.1.5. Provides augmentation expertise for planning staffs and contingency operations staffs, when required.

15.1.6. Adjusts aircrew and aircraft resources between groups to meet changing requirements.

15.1.7. Manages the current year AFSOC flying hour program.

15.1.8. Monitors AFSOC capability, ensuring requirements are met and resources are used effectively. Long range plans are tracked to monitor command operations tempo and aircraft utilization.

15.2. HQ AFSOC/DOT:

15.2.1. Determines and programs all future year AFSOC flying hour requirements.

15.2.2. Reviews, evaluates, and monitors each wing's/group's flying training programs and progress.

15.2.3. Coordinates, through HQ AFSOC/DOOO, all projected training programs which affect the commitment of resources, particularly changes, deletions, or additions to planned training activities, including quarterly flying hour adjustments.

15.3. HQ AFSOC/DOX:

15.3.1. Manages Designed Operational Capabilities (DOC) statements for AFSOC flying units.

15.3.2. Coordinates exercises and joint training activities.

15.3.3. Coordinates with JCS and supported CINCs to maintain AFSOC participation in JCS exercises and ensures taskings are included in AFSOC exercise OPORDs.

15.4. HQ AFSOC/XPT provides HQ AFSOC/DOO forecasts of required resources to include aircraft, aircrews, and flying hours that support OT&E.

15.5. HQ AFSOC/LGM:

15.5.1. Monitors maintenance capabilities.

15.5.2. Assists HQ AFSOC/DOO in planning current operations and realigns maintenance resources to achieve operational plan objectives.

15.5.3. Advises HQ AFSOC/DOO of airframe limitations and availability imposed by emergency or routine technical order compliance action or other depot actions.

15.5.4. Coordinates scheduling of AFSOC airframes into programmed maintenance programs with HQ AFSOC/DOO.

15.5.5. Monitors spare engines availability and adjusts levels where required.

15.6. HQ AFSOC/LGRS:

15.6.1. Monitors the combat capability of support equipment, War Readiness Spare Kits (WRSK), and mission capability (MICAP) reportable systems.

15.6.2. Coordinates the redistribution of command assets to satisfy priority requirements.

16. AFSOC Wings/Groups:

16.1. The Operations Support Squadron (OSS), Current Operations Flight (OGSC) is responsible for the scheduling of assigned group aircraft.

16.2. Provide coordination and planning staff to support exercise and contingency operations involving SOF and designated augmenting forces.

16.3. Maintain liaison with subordinate units to ensure required MISREPs, operations plans, and other upchannel reporting is accomplished.

16.4. Provide policy and guidance to its subordinate units for special operational plans and procedures.

16.5. Manage the wing/group flying hour program and submit monthly/quarterly deviation reports to HQ AFSOC/DOO IAW paragraphs 34.3 and 34.4.

16.6. Monitor squadron management of unit capabilities and resources.

16.7. Operations Support Squadron Current Operations will provide HQ AFSOC/DOO with an anticipated aircraft commitment schedule for the next 12 months, updated monthly. The schedule will contain all planned group commitments from all functional areas (i.e., LG, XP, DOS, etc.). Send the data will be sent to HQ AFSOC/DOO either by electronic file, message, or mail to arrive NLT the 25th day of the month.

16.7.1. Event description.

16.7.2. Inclusive/employment dates.

16.7.3. Tasked assets

16.7.4. Tasking OPR. Leave blank if classified.

16.7.5. Estimated number of personnel.

16.7.6. Location. Use ICAO identifiers or leave blank if classified.

16.7.7. Event ID number. A unique number used to track the event made up of the Ops group number (SOW, 352, 353), year, and sequential number (i.e., 352-95-002).

16.7.8. Customer. Leave blank or code if classified.

16.7.9. Consolidate requirements.

16.7.10. Assign missions.

16.7.11. Coordinate all changes, deviations, and proposed cancellations of AFSOC taskings with HQ AFSOC/DOO.

16.7.12. Monitor schedule reliability.

16.7.13. Adjust aircrew and aircraft resources to respond to changing requirements.

17. Squadrons:

17.1. Adjust aircrew and aircraft schedules as required.

17.2. Develop monthly operations sortie requirements schedules.

17.3. Maintain aircrew training and currency records.

17.4. Advise the next higher echelon when requirements cannot be met.

SECTION D - AIRCRAFT SCHEDULING

18. General. This section prescribes AFSOC planning and scheduling procedures. **AFSOCI 21-106** provides additional guidance.

NOTE: Each group has a different organizational structure with unique theater constraints. To standardize operations between AFSOC groups, the following scheduling procedures should be adhered to as closely as possible. Unique structures may preclude total compliance. However, units are always required to follow the intent of this section.

19. Scheduling Committee. This committee is co-chaired by operations and maintenance, to include other functional agencies as required. It meets weekly to prepare quarterly, monthly, and weekly maintenance/flying schedules.

20. Yearly Planning:

20.1. Wing/Group current operations will:

20.1.1. Submit the 5 year forecast to HQ AFSOC/AMCLO and HQ AFSOC/DOO NLT 120 days prior to the start of the next fiscal year. Submit forecast IAW AFI 11-221, paragraph 4.

20.1.2. Include in this report a breakdown per quarter by JCS air refueling priority 4, 3, and 2, as described in AFI 11-221, attachment 1, for the next 2 fiscal years. Additionally, the annual requirements using the JCS air refueling priority for the subsequent 3 years should also be included. All known deployments, required training, and exercises requiring AMC tankers should be accounted for in this request.

20.2. The HQ AFSOC/AMCLO will consolidate this data for AFSOC and submit this request to HQ AMC TACC/XOOT and HQ USAF/XOFM NLT 30 June prior to the start of the upcoming fiscal year.

21. Quarterly Planning. Squadrons must tell their group if they are unable to accomplish the programmed allocated flying hour commitment. Work out quarterly operational requirements and support at the scheduling meetings in the month before the quarter being planned. Give known operational requirements to the maintenance activity before the planning month.

21.1. Wing/Group current operations will receive their quarterly allocations based on the yearly forecast from the HQ AFSOC/AMCLO approximately 80 days prior to the beginning of each quarter.

21.1.1. Wing/Group current operations, upon receiving their allocations, will formulate and submit to HQ AMC TACC/XOOT and the HQ AFSOC/AMCLO detailed air refueling needs NLT 60 days prior to the upcoming quarter. These needs will be specific as to JCS priority, date, air refueling track, AR altitude, offload ARCT with block time, and number and type of receiver.

21.1.2. Wing/Group current operations should make every attempt to send a scheduler to the HQ AMC TACC sponsored air refueling conference (Horseblanket). This conference is held approximately 50 days prior to the beginning of the upcoming quarter. This conference is to discuss air refueling issues/concerns as well as finalize the schedule for the upcoming quarter.

21.1.3. Submit fuel requirements to base POL 30 days prior to the beginning of the quarter.

21.2. Short-Notice Request:

21.2.1. Any air refueling requirement that falls outside of the quarterly scheduling process is considered short notice.

21.2.2. This request must come from wing/group current operations and be in the form of a detailed message with JCS priority air refueling level, and forwarded to HQ AFSOC/AMCLO for validation. HQ AFSOC/AMCLO will review each request and forward to HQ AMC TACC/XOOT for action.

21.2.3. This request must contain the following:

21.2.3.1. Date of deployment.

21.2.3.2. AR track to include radial/DME and/or geographical coordinates for the ARIP, ARCP, and AR EXIT.

21.2.3.3. Offload.

21.2.3.4. Receiver call sign.

21.2.3.5. Type of rendezvous.

21.2.3.6. Number and type of receiver.

21.2.3.7. AR block altitudes with refueling altitude.

21.2.3.8. Communications frequencies, air-to-air TACAN, and any other pertinent information.

21.2.3.9. Additionally, the requesting unit will coordinate any ALTRV requirements and coordinate directly with the supporting tanker unit.

21.2.3.10. In order to receive short notice approval for tanker support, this request must be of a sufficient priority (3 or better) to receive consideration for validation. The higher the priority, the better the chance. Early, critical planning on the part of the wing/group schedulers is the best insurance in acquiring needed tanker support.

21.3. Historical Data. Each wing/group current operations will submit to HQ AFSOC/DOO and the AMCLO, within 10 days of the close of each quarter, IAW AFI 11-221, a history of the previous quarter to include: number of scheduled receivers, canceled receivers, reason for cancellation, and which unit was charged with the tanker sortie.

21.4. Flying squadrons will submit a detailed quarterly air refueling request to their group current operations NLT 75 days prior to the quarter being requested. This request will include: the air refueling track to be used and the Greenwich date and time for air refueling control times (ARCTs). 16 SOW flying units will submit a detailed quarterly ECM range (date, time, and range) request to 16 OSS/OGSC 30 days prior to the quarter being requested.

22. Monthly Planning. The scheduling committee will develop a monthly Group Maintenance Plan and Utilization Schedule.

22.1. This schedule will be posted NLT the fifth day before the next operating month and list by model design series and calendar day the following information:

22.1.1. All known local flights.

22.1.2. All deployments to include estimated return date, if known.

22.1.3. All known support requirements (Weapons load training, etc.)

22.1.4. Programmed Depot Maintenance and Home Station Checks.

22.1.5. Other known maintenance requirements for the month.

22.2. All flying squadrons will submit to wing/group current operations a detailed monthly operations sortie requirements schedule NLT a month prior to the month being scheduled. This schedule will include the total number of flying hours required to include home and off-station sorties. The type sorties should include exercise, upgrade, continuation training, commitments, etc. These requirements will be submitted in a calendar format depicting how the unit intends to schedule its home station and away sorties.

22.3. If the unit cannot support operational commitments and training requirements, operations and maintenance must give alternatives and recommendations to the commander for a decision.

22.4. An attrition factor may be added to the contracted agreement to ensure fulfilling operational commitments. Be sure this factor is realistic because maintenance effort and capability are directly affected by the added sorties.

23. Weekly Planning:

23.1. The scheduling committee will refine the monthly schedule to produce the weekly schedule. The weekly schedule should be signed by both maintenance and operations commanders before submitting it to the group commander for signing. Disparities between maintenance capabilities and operational requirements are referred to the wing/group commander for final resolution.

23.2. The weekly schedule work week begins on Monday and ends on Sunday.

23.3. Maintenance will provide the aircraft tail number no later than 12 hours prior to scheduled mission departure.

23.4. The group operations and maintenance commanders must approve all changes to the weekly schedule.

23.5. At each weekly scheduling meeting, operations will give maintenance an updated wing commitment sheet. In turn, maintenance will update aircraft availability weekly.

23.6. To help ensure development of an effective weekly schedule, operations must provide maintenance with a detailed preliminary weekly schedule. Specifically, squadron operations must submit the preliminary weekly schedule to wing/group current operations NLT Friday before the weekly scheduling meeting. The schedule will contain detailed aircraft requirements (i.e., mission, mission symbol, takeoff time, landing time, flight duration, fuel load, station times, munitions loads and load times, aircraft configurations, and range times or destinations) for all known missions.

23.7. Operations and maintenance schedulers will meet on Tuesday to finalize the following week's schedule and the preliminary weekly schedule for presentation at the weekly scheduling meeting held each Wednesday.

23.8. Once published, the weekly schedule is the final planning guide for operations and maintenance.

23.9. At the weekly meetings, operations and maintenance present any appropriate data on mission success, trends, and limitations.

23.10. When anticipated attrition has not occurred, consider schedule adjustments to prevent exceeding maintenance capability and to remain within the overall requirements.

23.11. Group current operations will submit requests for range support, aerial refueling, ECM, etc., to appropriate agencies.

24. Daily Planning. Daily planning makes final the daily parts of the weekly maintenance plan and flight schedule. It incorporates unscheduled maintenance and aircraft utilization into the weekly plan and schedule.

24.1. Flying Squadrons:

24.1.1. Confirm through group current operations the next day's schedule. All weekend aircraft and range requirements must be confirmed on Thursday of each week, and Monday's schedule will be confirmed on the preceding Friday.

24.1.2. Coordinate or cancel outside support (air refuelings, etc.) through current operations when there are known or suspected delays on the day of the event.

24.1.3. Coordinate changes for outside support (air refuelings, etc.) through current operations when they occur other than on the day of the event.

24.1.4. Coordinate with the appropriate air refueling squadron prior to scheduled air refueling missions. The following items should be discussed in the coordination: ARCTs, air refueling altitude, number of pounds of fuel to be offloaded, and number of receivers.

24.1.5. Coordinate directly with the Command Post and Maintenance Quality Assurance for the planning of FCF sorties.

24.1.6. Coordinate all current day schedule changes through the group command post.

24.2. Group Current Operations:

24.2.1. Coordinate with all affected agencies before approving a change to the printed schedule.

24.2.2. Coordinate and confirm the next day's range requirements through range operations control each day.

24.2.3. Reproduce and distribute a master copy of the following day's schedule to all operational units, base operations, command post, aircraft maintenance coordination center, and maintenance plans and scheduling.

24.2.4. Coordinate and confirm the next day's flight schedule and any AF Forms 2407, Weekly/Daily Flying Schedule Coordination Sheet, during the daily scheduling meeting with command post, maintenance, and unit schedulers.

24.2.5. Coordinate with all appropriate supporting agencies on the next day's flying schedule.

24.2.6. Coordinate extensions and early opening of airfield with base operations daily.

24.2.7. Ensure the tanker call sign is passed to the squadrons and command post.

24.3. The command post will manage the day's schedule after the daily scheduling meeting has been completed and advise group current operations of any circumstances which might affect the accomplishment of the next day's sorties.

SECTION E - AIRCREW SCHEDULING

25. General. When scheduling aircrews, commanders must adhere to the following publications:

25.1. AFIs 11-202, 11-206, and 11-401, as supplemented.

25.2. AFSOC 11-series instructions and AFSOC 51-series instructions.

25.3. AFSOCR 55-54 and AFSOC Instruction 10-402.

26. Aircrew Complement. Identify preplanned missions requiring the use of augmented aircrew duty periods to HQ AFSOC/DOO. Normally, augmented crews will not be used; however, they may be considered for high priority operational missions.

27. Scheduling Priorities. Keep all aircrews current and qualified. Do as many currency items as possible on missions to minimize the amount of flying dedicated strictly to training. Distribute flight time evenly among crew members with the same designation and comply with individual training and proficiency requirements.

28. Attached Aircrew Members. Schedule attached crew members proportionately throughout the month on their forecast periods of availability. Units must give all attached crew members an opportunity to accomplish their required currency events. To ensure schedulers know attached aircrew members' availability, follow these procedures.

28.1. By the 15th of the month prior to the operating month, attached aircrew members must send the unit their availability, either in writing or through an AFORMS input. Indicate dates and length of availability. HQ AFSOC and group standardization aircrew members are exempt.

28.2. Attached crew members must attempt to meet their forecast availability. If unable to meet forecast availability, inform squadron schedulers as soon as possible.

28.3. Each attached aircrew member is responsible for the timely completion of all ground training requirements.

29. Objective. The AFSOC scheduling objective is to give the aircrew member a stable schedule and to manage aircrews effectively.

30. Applicability. These procedures apply to HQ AFSOC, AFSOC wings, groups, squadrons, and all functional areas and management systems which affect aircrew scheduling. They do not apply to attached crew members.

31. Procedures:

31.1. HQ AFSOC/DOO gives the groups flying hour commitments.

31.2. Wing/Groups must notify the units of TDY and PCS assignments which would affect the aircrew schedule.

31.3. Squadrons:

31.3.1. Prepare a monthly schedule for each crew member showing major activities that will occur during the month.

31.3.1.1. These activities should include simulator periods, physiological training, flight evaluations, grounding currency items, known missions (especially those requiring diplomatic clearance), flying periods for missions that are not firm, and leave.

31.3.1.2. This schedule is necessary to ensure resources (simulators, flying hours, etc) are efficiently used and currency is maintained.

31.3.2. Prepare a weekly mission schedule based on the weekly operations maintenance plan and publish on Friday for the following week.

31.3.2.1. List all known projected mission and alert requirements for the week beginning 0001L Monday through 2359L the next Sunday. Local trainers, preflight, FCF, etc should be included.

31.3.2.2. Groups and squadrons current operations must provide for each mission and alert:

31.3.2.2.1. Mission number.

31.3.2.2.2. Departure time.

31.3.2.2.3. Itinerary.

31.3.2.2.4. Unique crew requirements.

31.3.2.2.5. Duration (time in days the crew can expect to be away from home station).

31.3.3. Program days not scheduled for missions, alerts, free time, or leave, as normal duty when crew members can perform annual training, OJT, testing, etc.

SECTION F - COMMITTING FLYING HOURS

32. Responsibilities:

32.1. USSOCOM commits AFSOC to quarterly flying hour allocation 45 days before the operating quarter.

32.2. HQ AFSOC/DOOO:

- 32.2.1. Receives approved flying hour programs from HQ USSOCOM and allocates quarterly flying hours to subordinate units.
- 32.2.2. Coordinates flying hour program revisions to ensure responsiveness to changing operational requirements.
- 32.2.3. Sends recommended flying hour information to HQ USSOCOM/SOJ8- P using procedures in paragraph 33.
- 32.2.4. Commits AFSOC groups to a quarterly flying hour program 30 days prior to the operating quarter.
- 32.2.5. Forwards a copy of AFSOC groups' flying hour commitment to HQ USSOCOM.

33. Flying Hour Reporting. The Reliability and Maintainability Information System (REMIS) is the official flying hour reporting system of the USAF. REMIS receives its information from the information input into the Core Automated Maintenance System (CAMS) by base-level maintenance. This information is then transmitted over the Automated Digital Network (AUTODIN) to the REMIS database. Accuracy and timely reporting is critical, since it is the basis for justifying and defending the Air Force Plans, Programs, Manpower, and Budget. Maintenance and operations jointly develop and publish procedures for each to follow in verifying the accuracy of unit flying hours and sorties before reporting. Any unit having problems with flying hour reporting in CAMS may request assistance from the parent wing/group.

33.1. Flying squadrons will audit the Daily Operational Utilization Report (PCN SG 073-31D) and Monthly Utilization Report (PCN SG 073-31C) to ensure their accuracy. A verified copy of the Daily Operational Utilization Report will be returned by the squadrons to Group Current Operations daily.

33.2. Units will use mission symbols IAW 11-401, AFSOC Sup 1 to log their flying time.

33.3. Unit schedulers will include the mission symbol for each scheduled line in the daily schedule.

34. Flying Hour Program - Recommendations and Deviations. HQ AFSOC consolidates each unit's recommended flying hours and forward them to HQ USSOCOM as AFSOC's recommended flying hour program for the current fiscal year by quarter. This program represents Command projected capabilities and/or requirements. HQ USAF uses this information to prepare quarterly program allocation (PA) documents.

34.1. General:

34.1.1. Recommended flying hour programs should be based on requirements or capabilities, whichever is less. Adjustments that change a total annual program will include specific justification. When requirements exceed capability, provide detailed impact statements and resources that would be necessary to accomplish this mission. Recommend tradeoffs from other weapon systems when possible.

34.1.2. To ensure realistic financial plans, material procurement, and manpower programs, adjust quarterly recommendations to reflect forecast and historical weather patterns, number of aircraft possessed, training requirements, peak customer tasking, and operational concepts and plans.

34.1.3. Negative reports are required.

34.2. Submission of Program Information:

34.2.1. Units will submit the Flying Hour Program Deviation Report to their group current operations NLT the fifth day of the subsequent month/quarter. The information is due to HQ AFSOC/DOO the 12th day of the subsequent month and quarter. HQ AFSOC/XPT will submit test flying hour program input to HQ AFSOC/DOO. Units will justify all overfly and underfly deviations of plus or minus 2 percent to HQ AFSOC/DOO.

34.2.2. HQ AFSOC/DOO consolidates flying hour information and forwards it to HQ USSOCOM. The information is due the 20th day of the subsequent quarter from HQ AFSOC/DOO to HQ USSOCOM/SOJ8-P.

34.3. The following information is required in the monthly deviation report, RCS: AFSOC-DOOO (M/Q) 9201 (see attachment 2 for an example).

34.3.1. Location.

34.3.2. Unit.

34.3.3. MDS - List mission, design, and series.

34.3.4. Programmed - List hours allocated.

34.3.5. Flown - List hours flown during reporting month.

34.3.6. Previous month late hours - List hours not reported in the previous month's deviation report.

34.3.7. Remarks - Explain fully recommended changes, underfly and overfly.

34.4. The following information is required in the quarterly deviation report (see attachment 2).

34.4.1. Location.

34.4.2. Unit.

34.4.3. MDS.

34.4.4. Programmed - List hours allocated.

34.4.5. Flown - List hours flown during quarter.

34.4.6. Deviations - Report all deviations greater or less than 2 percent of the quarterly programmed hours.

34.4.7. Percent - Quarterly hours flown divided by the quarterly programmed allocation.

34.4.8. Fiscal year programmed hours for each MDS.

34.4.9. Fiscal year hours flown.

34.4.10. Fiscal year deviations - Report all deviations greater than 2 percent of the annual programmed hours.

34.4.11. Fiscal year percent - Annual hours flown divided by programmed annual hours.

34.4.12. Remarks - Explain fully recommended changes, underfly, overfly, turnbacks, and request for additional hours.

SECTION G - EN ROUTE RESOURCE MANAGEMENT

35. Policy. En route management of AFSOC forces is the responsibility of the aircraft commander for a single aircraft operation and the mission commander for deployed forces. Provide accurate and timely mission/personnel information through designated theater control channels.

36. Responsibilities:

36.1. HQ AFSOC/DOOC continuously monitors deployed AFSOC aircraft and assists aircraft and mission commanders, as necessary.

36.2. Wing/Groups:

36.2.1. Designate a mission commander when forces from more than one flying unit are to be deployed.

36.2.2. Guide and assist deployed aircrews and mission commanders.

36.3. Flying units:

36.3.1. Designate a (non-primary crewmember) mission commander when more than one aircraft from the unit supports a single mission. If more than one unit supports a single mission, the group commander will select the mission commander from nominations of the subordinate units.

36.3.2. Coordinate mission logistics requirements with the senior deployed maintenance representative.

36.3.3. Ensure the aircraft commander/mission commander is aware of scheduled maintenance input dates before departing from home station.

36.3.4. Before mission deployment, send AIMS 7/9 messages.

36.4. The aircraft commander/mission commander:

36.4.1. Schedules aircrews and maintenance.

36.4.2. Submits Deployed Status Reports, as appropriate. Ensure AFSOC and home station command and control (C2) facilities are notified of deployments and redeployments per C2 chapter in appropriate AFSOC 11- series instruction.

37. Procedures:

37.1. Aircraft commanders/mission commanders must comply with AFSOC crew rest provisions as defined in AFSOC 11-series directives.

37.2. Deployed aircraft scheduled for inspections or depot inputs must be returned to home station with sufficient time to allow for proper preparations. Any deviation from the schedule below must be approved by HQ AFSOC/LGM.

37.2.1. For scheduled inspections at home station, return aircraft at least 24 hours prior to scheduled input.

37.2.2. For scheduled inspections performed at other than home station, return aircraft at least 24 hours prior to scheduled departure for inspection location.

37.2.3. For depot inputs, return aircraft at least 36 hours prior to scheduled departure for depot input.

38. En Route Mission Support Actions.

38.1. The AFSOC Logistics Readiness Center (LRC) is responsible for maintenance and supply support for AFSOC aircraft that are away from home station and not fully mission capable IAW AFSOCR 66-6, Logistics Support Operations.

38.2. AFSOC LRC will coordinate with the host base transit maintenance function (Transient Alert) or tenant units for maintenance support and supply MICAP section for lateral support of aircraft parts not available in host base supply system.

NOTE: It is the responsibility of the aircraft or mission commander to immediately contact AFSOC LRC when support is required. It is also their responsibility to keep LRC informed of aircraft status until the part/maintenance recovery team arrives or the aircraft becomes mission capable.

38.3. Aircraft and mission commanders will contact HQ AFSOC/LRC as follows:

DSN 579-2161
Commercial (904) 884-2161
Toll Free 1-800-451-7705 (all numbers are secure capable)

CHAMBERS.

HOWARD B.

Col, USAF
Director of Operations

Attachments:

1. Mission Identifier Encode/Decode Tables
2. Flying Hour Deviation Report

MISSION IDENTIFIER ENCODE/DECODE TABLES

First Character - Mission manager

FIRST CHARACTER MISSION MANAGER			
A	Air Combat Command (ACC)	N	Allied Air Forces (Operating under cooperative airlift agreement)
C	Central Air Forces (CENTAF)	O	Air Force Special Operations Command (AFSOC)
F	Air Forces Material Command (AFMC)	P	Pacific Air Forces (PACAF)
G	Air National Guard (ANG)	Q	Rescue Coordination Center (RCC)
H	Joint Task Force (JTF)*	R	Air Force Reserves (AFRES)
I	Joint Task Force (JTF)*	S	Southern Air Forces (SOUTHAF)
J	Joint Task Force (JTF)*	T	Air Education and Training Command (AETC)
K	Joint Task Force (JTF)*	U	US Airforces Europe
L	Joint Task Force (JTF)*	5	375 AW
M	Air Mobility Command (AMC)	9	89 AW (all aircraft)

* As specified by HQ AMC TACC/XOO

Second Character - Supported CINC/Organization

SECOND CHARACTER SUPPORTED CINC/ORGANIZATION			
A	Air Combat Command (ACC)	S	Southern Command (SOUTHCOM)
B	Atlantic Command	T	Transportation Command (TRANSCOM)
C	Central Command (CENTCOM)	U	European Command
M	Air Mobility Command (AMC)	X	Cabinet Level
N	National Command Authority (NCA)	Y	Strategic Command (STRATCOM)
O	Special Operations Command (SOCOM)	Z	Space Command
P	Pacific Command (PACOM)	7	White House Military Office(WHMO)

Third Character - Mission type

THIRD CHARACTER MISSION TYPE			
A	Requirements Channel	S	Special Air Mission (SAM-89 AW use only)
B	Frequency Channel	T	ALERT***
C	Coronet	U	Local Flights
D	Operational Support Airlift (OSA)	X	Exercise
E	Search	V	Operational Readiness Inspection (ORI)
F	Miscellaneous	Y	*Contingency (deploy)
G	Joint Airborne/Air Transportability Trng (JA/ATT)	Z	*Contingency (redeploy)
H	CAS***	0	+Air Refueling: computer assigned
J	*Contingency (deploy)	1	+Air Refueling: post conference add
K	*Contingency (redeploy)	2	+Air Refueling pre-coordinated
M	Special Assignment Airlift Mission	3	+Air Refueling Business Effort or special exercise
	(SAAM)	4	+Air Refueling Dual Role (airlift/air refuel)
O	Off-Station Trainer	5	*Contingency (deploy)
P	Support	6	*Contingency (redeploy)
Q	*Contingency (deploy)	7	Air Refueling: Soft AR
R	*Contingency (redeploy)	8	Air Refueling: cross-country support

* As specified by HQ AMC TACC/XOO

+ Corresponds to first of Horseblanket sequence number.

Fourth Character - Load information

FOURTH CHARACTER LOAD INFORMATION			
A	Active Onload to Offload 'Used only when ' other codes are not appropriate)	X	Airdrop - Mixed (Cargo-Troop)
C	Cargo	Y	Airdrop - Troop
F	Fuel Onload	Z	Airdrop - Cargo
G	Fuel Offload	1*	Air Force
H	Fuel Onload/Offload	2*	Navy
L	Medical Crew/Patients	3*	Army
M	Commercial- Mixed (Cargo-Pax/Troop)	4*	Marines
N	Commercial - Pax/Troop	5*	Humanitarian
O	Commercial - Cargo	6*	Joint
P	Pax/Troop	7*	White House Military Office (WHMO)
Q	Mixed - (Cargo-Pax/Troop)	8*	White House Military Office (WHMO)
T	HOT CARGO	9*	AMC Self-support (TALCE deploy/redeploy)

* For use with Contingency, exercises, SAAM mission types only.

Fifth to seventh characters - AFSOC basic mission number

FIFTH, SIXTH AND SEVENTH CHARACTERS AFSOC BASIC MISSION NUMBER TABLE			
Mission Number	Unit	Mission Number	Unit
01S	1 SOS	20S	20 SOS
04S	4 SOS	21S	21 SOS
05S	5 SOS (AFRES)	31S	31 SOS
07S	7 SOS	55S	55 SOS
08S	8 SOS	67S	67SOS
09S	9 SOS	193	193 SOW (ANG)
15S	15 SOS	1F5	550 SOS
16S	16 SOS	151	551 SOS
17S	17 SOS	711	711 SOS (AFR)

Eight Character - Aircraft type

EIGHT CHARACTER AFSOC SUFFIX TABLE					
Char	Mission Type	MDS	Char	Mission Type	MDS
A	Reserved	Reserved	N	Reserved	Reserved
B	Talon	MC-130	O	Air Evac	C-130
E	Electronic	EC-130	P	Pave	MH-53
F	Reserved	Reserved	S	Slick	C-130
G	Gunship	AC-130	T	Reserved	Reserved
H	Hawk	MH-60	U	Reserved	Reserved
J	Reserved	Reserved	W	Reserved	Reserved
K	Shadow	HC-130	X	Reserved	Reserved
L	Reserved	Reserved	Y	Reserved	Reserved
M	Reserved	Reserved	Z	Reserved	Reserved

Ninth character identifies subsequent aircraft on same mission on the same day (A - Z)

Tenth through twelfth characters identify the julian date of the mission origination.

MONTHLY FLYING HOUR PROGRAM DEVIATION REPORT**(EXAMPLE)**

A. The following monthly data is submitted for Month /Year:

UNIT	MDS	PROG	FLOWN	LATE HRS	REMARKS Over/Under Fly
8 SOS	MC130E	501.0	454.3	20.0	As specific and
15 SOS	MC130H	350.0	362.1	0.0	Clear as
55 SOS	MH053J	325.0	320.0	0.0	Possible

QUARTERLY FLYING HOUR PROGRAM DEVIATION REPORT**(Example)**

B. The following quarterly data is submitted for FY 3/95:

UNIT	MDS	QTR PROG	QTR FLWN	QTR DEV	QTR %	REMARKS Over/Under Fly
8 SOS	MC130E	1507.0	1501.0	- 6.0	99.6	As specific and
15 SOS	MC130H	1300.0	1287.3	-13.0	99.0	Clear as
55 SOS	MH053J	1886.0	1900.0	+14.0	100.7	Possible

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